

# **OCCUPATIONAL OUTLOOK: MONTEREY COUNTY**

**1995**

**A PRODUCT OF THE CALIFORNIA  
COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM**

## **SPONSORED BY:**

**MONTEREY COUNTY PRIVATE INDUSTRY COUNCIL,  
STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT  
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## **P R E F A C E**

In 1989, the California State Employment Development Department (EDD) awarded the Monterey County Private Industry Council a grant to participate in a local Labor Market Information Program. It is anticipated that, subject to the availability of funds, the project will be underway in every county in the state in 1996.

The official title of the program is the California Cooperative Occupational Information System (CCOIS). The program's objective is to utilize appropriate resources and expertise at both the local and state levels in the collection, analysis and dissemination of occupational information. Such information is most often used as a guide in the development of training programs and for career counseling. The information provided is also helpful for business and government planning.

This December 1995 report includes summaries of 23 occupations available in Monterey County. Of these, 19 are occupations studied for the first time; and four are previously surveyed occupations. The information is based on confidential surveys with area employers, supplemented by additional data obtained from other organizations, including representatives of vocational schools, unions, apprenticeship programs, and professional associations.

The research methods used to produce this report were designed to provide reliable data. One of the features of the program is that it provides a forum for community participation in which the survey occupations are selected and the scope of the study is determined. While most of the research is conducted at the local level, EDD's Labor Market Information Division (LMID) is responsible for setting policy, for providing occupational projections, computer generated samples and technical assistance.

We hope you find this report informative. Please direct any questions to the Private Industry Council LMI Coordinator at (408) 755-5429.

The Private Industry Council and its staff wish to express sincere appreciation to all the employers and others who participated in this valuable community project.

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## INTRODUCTION

The information presented here was collected and analyzed as a function of a partnership between state and local agencies. Staff of the Monterey County Private Industry Council, with assistance from the California State Employment Development Department (EDD), prepared this material. Questions regarding the material in this report should be directed to Philip Livingston, Labor Market Information Coordinator, at (408) 755-5429.

Information provided in the Occupational Summaries portion of this report applies specifically to Monterey County. The occupations presented were selected for study by local users of occupational information. These users include vocational program administrators, planners, and counselors. The purpose of this report is to provide information for labor market decisions, including career planning, personnel management, and vocational training program planning. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. However, omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time. Different occupations will be selected for study in successive years.

Following are descriptions of each section of the Occupational Summaries.

### OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, updated for California as of July 1993. One occupation, Computer Network (LAN/WAN) Technicians, with no assigned OES code was studied. The occupations were selected for survey based on the needs of local users of occupational information.

### WAGES

The wage data enable comparison of salaries across occupations expressed in salary range and median wage. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contracts with unions, with extreme answers excluded. Nonunion wage ranges are rounded to the nearest \$0.25. Wage data were collected during the time period shown in parentheses, and reflect the following definitions:

- New hires, no experience - The wages of persons trained but with paid experience in the occupation.
- New hires, experienced - The starting wage paid to journey-level or experienced persons just starting at the firm.
- Experienced, after 3 years - The wages generally paid to persons with three years' journey-level experience at the firm.

### **TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

This section presents the amount and kinds of work experience and education required by surveyed employers. Employers were asked in which languages they preferred fluency. Also included are preferences of most employers on a scale of 0 (Not Important) to 3 (Very Important) for entry level technical skills and other qualifications.

When reference is made to **most, many, some, or few**, the following guidelines have been applied:

- Most - this reflects more than 50 percent of the survey respondents or their employees;
- Many - this reflects 36-50 percent of the survey respondents or their employees;
- Some - this reflects 10-35 percent of the survey respondents or their employees;
- Few - this reflects less than 10 percent of the survey respondents or their employees.

### **SUPPLY/DEMAND ASSESSMENT**

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the supply/demand situation found in the area are defined as

- Great difficulty** - Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
- Some difficulty** - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
- Little difficulty** - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
- No difficulty** - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

This section lists supply/demand terms separately for experienced and inexperienced workers.

### **SIZE OF OCCUPATION**

The term used to describe the size of a particular occupation relates to its estimated number of workers in the county. Occupational size in Monterey County is measured using the following scale:

Small	Less than 168
Medium	168-336
Large	337-729
Very large	730+

The range provided in the Occupational Summaries represents the six-year forecast prepared by EDD for the period 1992-98.

### **EMPLOYMENT TRENDS**

In most cases, one of several standard terms will describe the expected growth rate for the outlook period relative to a projected Monterey County average growth of 5.3%, as follows:

- o Much faster than average = 1.5 or more
- o Faster than average = 1.1, but not including 1.5
- o Average = 0.9, but not including 1.1
- o Slower than average = Less than 0.9, but greater than 0
- o No significant change, or remain stable = Zero
- o Slow decline = Less than zero

Unless otherwise noted, employment trends are based on EDD projections for the six-year period 1992-98, and are subject to many unforeseen factors. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training requirements.

### **OTHER INFORMATION**

Other information that may be listed in this document includes: typical industry concentrations; hours of work; concentration of on-call, seasonal, or temporary workers; recruitment practices; and the typical number of hours worked per week in an occupation.

EDD prepared California Occupational Guides are available for many occupations. The Guides list Dictionary of Occupational Titles (D.O.T.) codes for each occupation covered. If one such Guide is available for an occupation presented here, or an occupation related to the one reported, the number of the Guide is shown in this report on the last line.

### **USES OF LABOR MARKET INFORMATION**

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

#### Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

#### Program Planning

Monterey County  
Private Industry Council

This report provides local planners and administrators with employment and training, and placement data, as well as occupational size and expected growth rates. Program planners can use these data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can market their programs effectively by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. As stated in the Preface, to maximize the use of this information, please contact the labor market information unit of the Monterey County Private Industry Council at (408) 755-5429.

## **ALPHABETICAL LIST OF SURVEY OCCUPATIONS**

The following occupations may be found in the Occupational Summary on the page number indicated.

PAGE NUMBER	OCCUPATION
6	Automotive Body and Related Repairers
8	Automotive Mechanics
10	Bartenders
12	Bus and Truck Mechanics and Diesel Engine Specialists
14	Bus Drivers
16	Bus Drivers - School
18	Computer Network (LAN/WAN) Technicians
20	Data Processing Equipment Repairers
22	Dispatchers - except Police, Fire, and Ambulance
24	Electrical and Electronic Assemblers
26	English and Foreign Language Instructors - Postsecondary
28	Human Service Workers
30	Instructors and Coaches - Sports and Physical Training
32	Medical and Clinical Laboratory Technologists
34	Office Machine and Cash Register Servicers
36	Operating Engineers
38	Payroll and Timekeeping Clerks
40	Social Workers - except Medical and Psychiatric
42	Social Workers - Medical and Psychiatric
44	Tax Interviewers/Preparers
46	Typists, including Word Processing
48	Vocational and Educational Counselors
50	Writers and Editors



**AUTOMOTIVE BODY AND RELATED REPAIRERS**

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass. (OES 853050)

Alternate titles reported by employers include: *Refinisher, Painter, Repair Technician, Bodyman, Glazer, Frameman, Detailer.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

**Experience and Qualifications** Most employers require 12 to 36 months of related work experience. Many will accept training in lieu of work experience. Most firms do not require computer literacy for this occupation. Most employers surveyed prefer fluency in English. Preferences for other languages were not expressed.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT**:

**Technical** - Ability to use hand tools; Understand safe equipment operating procedures; Knowledge of automobile maintenance and repair; Shop math skills; Ability to calculate weights and measurements.

**Other** - Ability to stand for prolonged periods; Ability to lift 100 lbs.; Ability to work independently; Mechanical Aptitude; Attention to detail; Provide own hand tools; Willingness to work with close supervision; Ability to read and follow instructions; Oral communication skills; Ability to write legibly; Ability to perform basic math computations.

Employers report future needs for skill in using new refrigerants and paints, with less need for skill in using lead and lacquer.

**Training**: Most employers require 12-36 months of vocational training. Local community colleges and Regional Occupational Programs (ROP) report that 180 persons completed training in this occupation in the 1994-95 school year. Mission Trails ROP in Salinas reports a current enrollment of 30 (20 completers) in this school year. Mission Trails ROP in Castroville reports that 15 are currently enrolled.

**SIZE OF OCCUPATION: Small (130-140)**

**EMPLOYMENT TRENDS: Faster than average growth (7.7%)**

Most employers surveyed reported that occupational employment remained stable over the last year, and predict that employment will continue to remain stable over the next three years. Some predict growth.

**AUTOMOTIVE BODY AND RELATED REPAIRERS**  
**(Continued)**

**SUPPLY/DEMAND ASSESSMENT**

Most employers surveyed report some or great difficulty in finding experienced workers who meet their qualifications, but those who hire the inexperienced report little difficulty in finding workers.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.00 to \$17.00/hr Median: \$8.00/hr

New Hires, Experienced: \$7.00 to \$21.50/hr Median: \$13.00/hr

Experienced, 3 Yrs w/Firm: \$10.00 to \$23.00/hr Median: \$15.00/hr

Wages include tips and commissions.

Most employers surveyed provide medical insurance to full-time workers. Many provide paid vacations and/or life insurance. Some provide dental insurance.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: automobile body repair shops, auto glass replacement firms, and auto painting firms.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week.

**Vacancies:** Turnover is low in this occupation (less than 10%). Firms report a few vacancies resulting from employees leaving permanent positions. Few employers promote out of this occupation to higher level positions.

**Recruitment:** Most firms recruit through current employees' referrals. Many recruit through newspaper advertisements. Some recruit through in-house promotion/transfer or through word of mouth.

**Unionization:** Unionization is negligible for this occupation (less than 20%.)

**Gender:** Most employees in this occupation are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 620.364-010 Squeak, Rattle, and Leak Repairer; 620.684-034 Used-Car Renovator; 807.267-010 Shop Estimator; 807.281-010 Truck-Body Builder; 807.361-010 Automobile-Body Customizer; 807.381-010 Automobile-Body Repairer; 807.381-018 Frame Repairer; 807.381-022 Service Mechanic; 807.381-030 Auto-Body Repairer, Fiberglass; 807.484-010 Frame Straightener; 845.381-018 Paint Sprayer, Sandblaster; 865.684-010 Glass Installer.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #68**

**AUTOMOTIVE MECHANICS**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-End Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists. **(OES 853020)**

Most employers surveyed use the title, *Technician*, for this occupation.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent. State certification through the Bureau of Automotive Repair (BAR), 10240 Systems Parkway, Sacramento, CA 95827, is required to permit Brake and Lamp Mechanics to repair vehicles for owners cited for equipment violations. Certification is obtained through successful completion of separate brake and lamp examinations, and must be renewed every 4 years. State certification is also required to become a Qualified Smog Test Mechanic, and is obtained through successful completion of a two-part examination following 2 years of qualifying experience or completion of a BAR certified training course. The license must be renewed every 2 years. A limited license can be granted to those who successfully pass only the first test of the two-part examination.

**Experience and Qualifications** Most firms usually require 12-32 months of related work experience. Most will accept training in lieu of work experience. Most employers surveyed prefer fluency in English, and some also prefer fluency in Spanish. Knowledge of computers is not required.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**  
**Technical** - Ability to use hand tools; Knowledge of safe equipment operating procedures; Knowledge of automobile maintenance and repair; Ability to operate electronic test equipment; Ability to use hydraulic equipment.

**Other** - Manual dexterity; Mechanical aptitude; Ability to work independently; Willingness to work with close supervision; Possession of a valid driver's license; Provide own hand tools; Ability to read and follow instructions; Oral communication skills; Ability to write legibly; Ability to perform basic math computations.

Most firms indicate that the need for computer-related automotive skills will increase.

**Training:** Most employers require 12 months of vocational training. The Bureau of Automotive Repair certifies schools to offer an 80-hour clean air car course to applicants for the Qualified Smog Test Mechanic license. Local community colleges and Regional Occupational Programs (ROP) report that 140 persons completed training in this occupation during the 1994-95 school year. Monterey Peninsula College reports a current enrollment of 125 persons training for this occupation, of whom 50 will complete in this school year. Mission Trails ROP in Salinas reports a current year enrollment of 100 (75 completers). Mission Trails ROP in Castroville reports that 15 are currently enrolled.

**AUTOMOTIVE MECHANICS (Continued)**

**SIZE OF OCCUPATION: Large (710-730)**

**EMPLOYMENT TRENDS: Slower than average growth (2.8%)**

Most employers surveyed reported that occupational employment in their firms remained stable over the last 12 months, and predict that employment will continue to remain stable for the next three years. A few growth predict growth and a few predict decline.

**SUPPLY/DEMAND ASSESSMENT**

Employers report great difficulty in finding experienced and inexperienced workers who meet their requirements.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience:	\$4.25 to \$20.00/hr	Median: \$9.00/hr
New Hires, Experienced:	\$5.00 to \$26.25/hr	Median: \$12.00/hr
Experienced, 3 Yrs w/Firm:	\$5.00 to \$30.00/hr	Median: \$17.00/hr

Wages include tips and commissions.

Most employers provide medical insurance and paid vacations to full-time employees. Many provide dental insurance. Many provide life insurance. Some provide paid sick leave and/or retirement plans.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include automobile dealerships, independent garages, and service stations.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Few part-time opportunities averaging 20 hours/week.

**Vacancies:** Past year hires accounted for 26% of the work force. Most vacancies occur through employee turnover. Some occur through promotion. Most employers do not promote out of this occupation; however, many do promote to manager positions.

**Recruitment:** Most firms recruit through current employees' referrals. Many recruit through newspaper advertisements. Some recruit through in-house promotion or transfer, public school or program referrals, and/or unsolicited walk-ins.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 620.261-010 Automobile Mechanic; 620.261-012 Automobile-Mechanic Apprentice; 620.261-030 Automobile-Service-Station Mechanic; 620.261-034 Automotive-Cooling-System Diagnostic Mechanic; 620.281-026 Brake Repairer; 620.281-034 Carburetor Mechanic; 620.281-038 Front-End Mechanic; 620.281-062 Transmission Mechanic; 620.281-066 Tune-Up Mechanic; 620.281-070 Vehicle-Fuel-Systems Converter; 620.381-010 Automobile-Radiator Mechanic; 620.684-018 Brake Adjuster; 620.684-022 Clutch Rebuilder; 625.281-022 Fuel-Injection Servicer; 806.684-038 Automobile-Accessories Installer; 807.664-010 Muffler Installer.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #24**

**BARTENDERS**

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes. **(OES 650050)**

Alternate titles reported by employers for this occupation include: *bar help, bar maid*.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Many recent hires have less than a high school diploma, but most are high school graduates or equivalent or have attended college.

**Experience and Qualifications:** Most employers usually require 12 to 24 months of prior related work experience. Most will accept training in lieu of work experience. Most employers surveyed prefer fluency in English and a few prefer fluency in Spanish. Most do not require knowledge of computers.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Ability to make change; Ability to operate a cash register; Cash handling skills; Customer service skills.

Other - Ability to stand for prolonged periods; Manual dexterity; Public contact skills; Ability to work rapidly; Ability to work under pressure; Ability to work independently; Interpersonal skills; Ability to handle crisis situations; Ability to read and follow instructions; Ability to perform basic math computations; Oral communication skills.

Employers report a future need for more interpersonal skills and knowledge of new laws.

**Training:** Some employers require 1 to 12 months of vocational training.

**SIZE OF OCCUPATION: Large (520-530)**

**EMPLOYMENT TRENDS: Slower than average growth (1.9%)**

Most employers reported that occupational employment in their firms remained stable over the last 12 months, but reported a decline. Most firms predict that employment will remain stable during the next three years. Some predict growth and some predict decline.

**SUPPLY/DEMAND ASSESSMENT**

Employers report little difficulty in finding experienced workers and inexperienced workers who meet their requirements.

**BARTENDERS (Continued)****WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.00 to \$27.00/hr Median: \$7.25/hr

New Hires, Experienced: \$6.00 to \$32.00/hr Median: \$9.00/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$32.00/hr Median: \$10.00/hr

Wages include tips; although most employers have not reported information on tip earnings received by their employees in this occupation. Union base wages are at the higher end of the range, exclusive of tips. Tips average from \$20 to \$100 per working day.

Most employers surveyed provide medical insurance, dental insurance, paid vacations to full-time workers. Many provide life insurance, paid sick leave, and/or retirement plans. Some employers provide vision insurance. Some firms provide medical insurance, paid vacations, paid sick leave, dental insurance, vision insurance, and/or retirement plans to part-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include hotels, resorts, restaurants, clubs, and bars.

**OTHER INFORMATION**

**Hours:** Most work full-time, averaging 40 hours/week. Many part-time opportunities averaging 20 hours/week. Few temporary or on call opportunities averaging 10 hours/week.

**Vacancies:** Most new hires are the result of persons leaving permanent positions. Most employers promote out of this occupation to manager positions, but many do not.

**Recruitment:** Most firms recruit workers for this occupation through newspaper advertisements, in-house promotion or transfer, and/or current employees' referrals. Some recruit through unsolicited walk-ins, private employment agencies, and/or the Employment Development Department.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are men, but many are women.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 312.474-010 Bartender; 312.477-010 Bar Attendant; 312.677-010 Taproom Attendant.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #498**

**BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS**

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines. **(OES 853110)**

An alternate title reported by employers for this occupation is *Diesel Mechanic*.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

**Experience and Qualifications:** Most employers require 14 to 36 months of prior related work experience. Many will usually accept formal training in lieu of work experience. Most employers surveyed prefer fluency in English and many also prefer fluency in Spanish. Computer literacy is not required by most employers.

Most employers surveyed rate the following qualification as **VERY IMPORTANT:**

**Technical** - Ability to use hand tools; Knowledge of automobile maintenance and repair; Knowledge of safe equipment operating procedures; Shop math skills; Ability to use hydraulic equipment.

**Other** - Manual dexterity; Ability to lift 100 lbs.; Problem solving skills; Mechanical aptitude; Possession of a valid driver's license; Attention to detail; Ability to work independently; Provide own hand tools; Willingness to work with close supervision; Willingness to work nights, weekends, holidays; Ability to write legibly.

Some firms indicate a future need for new skills in computer diagnosis.

**Training:** Most employers surveyed require 6-36 months of vocational training.

**SIZE OF OCCUPATION: Medium (230-240)**

**EMPLOYMENT TRENDS: Slower than average growth (4.3%)**

Most employers reported that occupational employment in their firms remained stable over the last 12 months, but some reported growth. Most firms predict that employment will remain stable over the next three years and some predict growth.

**SUPPLY/DEMAND ASSESSMENT**

Employers report great difficulty in finding experienced and inexperienced workers in this occupation who meet their requirements.

**BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS (Continued)****WAGES AND FRINGE BENEFITS (Summer, 1995)**

**Union**      New Hires,      Experienced:      \$8.00 to \$13.15/hr      Median:      \$11.15/hr

Experienced, 3 Yrs w/Firm:      \$11.15 to \$17.00/hr      Median:      \$14.00/hr

**Nonunion**      New Hires, No Experience:      \$5.00 to \$12.00/hr      Median:      \$10.00/hr

New Hires,      Experienced:      \$5.00 to \$19.00/hr      Median:      \$12.00/hr

Experienced, 3 Yrs w/Firm:      \$10.00 to \$19.00/hr      Median:      \$14.50/hr

Most employers surveyed provide paid vacations, medical insurance, dental insurance, vision insurance, paid sick leave to full-time workers. Many provide life insurance and/or retirement plans.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: transportation districts, local governments, agricultural growers, farm and industrial machinery dealers, truck dealerships, independent garages, bus lines.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Few seasonal opportunities averaging 40 hours/week.

**Vacancies:** Vacancies occur through growth, turnover, and temporary/seasonal opportunities. Most firms promote from this occupation to the foreman, supervisor, or manager level when vacancies occur.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements and/or current employees' referrals. Some recruit through the Employment Development Department and/or unsolicited walk-ins.

**Unionization:** Most employees in this occupation are members of unions; although most firms are nonunion.

**Gender:** Most employees in this occupation are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 620.281-050 Mechanic, Industrial Truck; 620.281-046 Maintenance Mechanic; 620.281-058 Tractor Mechanic; 625.281-010 Diesel Mechanic; 625.281-014 Diesel-Mechanic Apprentice; 625.361-010 Diesel-Engine Erector.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #251**



**BUS DRIVERS**

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Please do not include School Bus Drivers. **(OES 971080)**

An alternate title reported by employers for this occupation is *Coach Operator*.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent. Some have less than a high school diploma.

The Bus Driver license, renewable every 4 years, is issued by the Department of Motor Vehicles, with offices throughout California. The requirements are as follows: (1) Minimum age: 18 to drive in California and 21 to drive interstate. (2) Pass written and road performance test for Commercial Driver's License Class B with passenger endorsement. The road performance test may be waived if a temporary school bus certificate has been issued by the California Highway Patrol. (3) Medical report signed by licensed physician verifying physical ability to operate a commercial bus.

**Experience and Qualifications** Most employers usually require 12-36 months of prior related work experience. Most will accept training in lieu of work experience. Most firms do not require computer literacy. Most employers surveyed prefer fluency in English and in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT**:

**Technical** - Ability to administer First Aid; Record keeping skills; Knowledge of local streets; Map reading skills.

**Other** - Good vision; Good physical condition; Pass a pre-employment medical examination; Willingness to work nights, weekends, holidays; Good DMV driving record; Possess a clean police record; Ability to work independently; Ability to handle crisis situations; Possess a CPR certificate; Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

**Training**: Most employers surveyed require 1-12 months of vocational training for this occupation.

**SIZE OF OCCUPATION: Small (160-170)**

**EMPLOYMENT TRENDS: Faster than average growth (6.3%)**

Most employers surveyed reported that occupational employment remained stable of the last 12 months, and some reported growth. Most employers surveyed expect occupational employment in their firms to remain stable over the next three years, but some predict growth.

**BUS DRIVERS (Continued)****SUPPLY/DEMAND ASSESSMENT**

Most employers surveyed report some or great difficulty in finding experienced workers who meet their qualifications, but those who hire the inexperienced report little difficulty in finding workers.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

**Nonunion** New Hires, No Experience: \$5.00 to \$13.75/hr Median: \$9.05/hr

New Hires, Experienced: \$5.00 to \$15.00/hr Median: \$10.50/hr

Experienced, 3 Yrs w/Firm: \$5.00 to \$20.00/hr Median: \$11.50/hr

**Union** New Hires, No Experience: \$7.00 to \$8.42/hr Median: \$7.71/hr

New Hires, Experienced: \$8.42 to \$11.36/hr Median: \$9.89/hr

Experienced, 3 Yrs w/Firm: \$9.89 to \$12.53/hr Median: \$11.21/hr

Most employers surveyed provide medical insurance, paid vacations, dental insurance to full-time workers. Many provide life insurance and/or vision insurance. Some provide retirement plans.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: public transportation districts, private carriers, and agricultural firms.

**OTHER INFORMATION**

**Hours:** Most full-time workers average 43 hours/week. Some part-time opportunities averaging 22 hours/week, and some seasonal or temporary opportunities averaging 39 and 40 hours/week, respectively.

**Vacancies:** Most vacancies result from employees leaving permanent positions. Some vacancies occur through growth. Most employers promote out of this occupation to the supervisor level.

**Recruitment:** Most firms recruit workers for this occupation through current employees' referrals. Many recruit through newspaper advertisements and/or in-house promotion or transfer. Some recruit through the Employment Development Department (EDD) and/or unsolicited walk-ins.

**Unionization:** Most employees in this occupation are nonunion; although many are union members.

**Gender:** Most employees in this occupation are men; although some are women.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 913.363-010 Bus Driver, Day-Haul or Farm Charter; 913.463-010 Bus Driver; 913.663-014 Mobile-Lounge Driver.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #2**

**BUS DRIVERS - SCHOOL**

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

**(OES 971110)**

Alternate titles reported by employers for this occupation include *Bus Driver* and *Coach Operator*.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

The School Bus Driver license, renewable every 4 years, is issued by the Department of Motor Vehicles, with offices throughout California. The requirements are as follows: (1) Minimum age: 18 to drive in California and 21 to drive interstate. (2) Pass written and road performance test for Commercial Driver's License Class B with passenger endorsement. The road performance test may be waived if a temporary school bus certificate has been issued by the California Highway Patrol. (3) Medical report signed by licensed California physician verifying physical ability to operate a School Bus.

**Experience and Qualifications:** Many employers surveyed require 6 to 12 months of prior related work experience. Some employers will accept training in lieu of work experience. Most employers prefer fluency in English, and many also prefer fluency in Spanish. Most firms do not require knowledge of computers.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Ability to administer First Aid; Possess CPR certificate.

**Other** - Pass a pre-employment medical examination; Good vision; Good physical condition; Ability to sit for 2 or more hours; Possess clean police record; Good DMV driving record; Ability to work independently; Ability to handle crisis situations; Willingness to do shift work; Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Employers report a need for more computer skills in the future.

**Training:** Most employers require 1-4 months of vocational training for this occupation. The Mission Trails Regional Occupational Program center in King City reports that 13 persons completed training in this occupation during the 1994-95 school year. The Salinas Adult School reports a current year enrollment of 30-40 persons training for this occupation.

**SIZE OF OCCUPATION: Medium (190-200)**

**EMPLOYMENT TRENDS: Average growth (5.3%)**

Most employers surveyed report that occupational employment in their firms remained stable over the last 12 months, but some reported growth. Most employers predict that employment will remain stable over the next three years, and many predict growth.

**BUS DRIVERS - SCHOOL (Continued)****SUPPLY/DEMAND ASSESSMENT**

Employers report some or great difficulty in finding both experienced and inexperienced workers who meet their qualifications.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

<b><u>Union</u></b>	New Hires, Inexperienced:	\$7.95 to \$10.00/hr	Median: \$8.93/hr
	New Hires, Experienced:	\$7.95 to \$10.50/hr	Median: \$9.75/hr
	Experienced, 3 Yrs w/Firm:	\$8.88 to \$16.26/hr	Median: \$12.17/hr
<b><u>Nonunion</u></b>	New Hires, Inexperienced:	\$4.75 to \$11.00/hr	Median: \$8.52/hr
	New Hires, Experienced:	\$4.75 to \$12.00/hr	Median: \$8.64/hr
	Experienced, 3 Yrs w/Firm:	\$5.25 to \$14.50/hr	Median: \$10.00/hr

Most employers provide medical insurance, dental insurance, paid sick leave, paid vacations, retirement plans, vision insurance, life insurance to full-time workers. Many provide retirement plans. Some provide paid vacations, paid sick leave, retirement plans, dental insurance, vision insurance, and/or medical insurance to part-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include county education offices, public school districts and private schools.

**OTHER INFORMATION**

**Hours:** Most work 30-40 hours/week. Many part-time opportunities averaging 22 hours/week. Few on call opportunities averaging 29 hours/week.

**Vacancies:** Most vacancies result from employee turnover, but some occur through temporary openings or through growth. Employers with the most employees promote out of this occupation to supervisor, mechanic, or instructor positions.

**Recruitment:** Most firms recruit through newspaper advertisements. Many recruit through in-house promotion or transfer. Some recruit through the Employment Development Department (EDD), current employees' referrals, private school referrals, private employment agencies, and/or unsolicited walk-ins.

**Unionization:** Most employees in this occupation are union members, but many are nonunion.

**Gender:** Most employees in this occupation are women, but many are men.

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is: 913.463-010 Bus Driver.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #2**

**COMPUTER NETWORK (LAN/WAN) TECHNICIANS**

Computer Network (LAN/WAN) Technicians assist in the installation, set up, testing, maintenance, and troubleshooting of local and/or Wide Area Networks (LANs and WANs). They assign passwords, use manuals, maintain a variety of logs and communicate with Network Analysts or LAN/WAN Managers about specific system problems. Technicians who work for manufacturers occasionally go to customers' sites to set up, adjust and/or connect new products. As a network system ages, technicians also repair and replace systems. Alternate titles for this job are Network Control Technician and Data Communication Technician.

**(OES Code pending)**

Alternate titles reported by employers for this occupation include: *Network Administrator, Technical Support Assistant, Office Automation Specialist, Computer Systems Technician.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires possess a Bachelors degree, but some employees possess an AA degree.

**Experience and Qualifications:** Most employers require 12-48 months of prior related work experience and knowledge of computers. Most employers surveyed prefer fluency in English and a few prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Knowledge of microcomputer hardware and operating systems; Ability to set-up and maintain multi-user systems; Ability to write effectively; Understand Local Area Networks (LANs); Knowledge of database and spreadsheet software; Ability to write, edit, debug computer programs; Knowledge of minicomputers; Knowledge of specific products.

Other - Ability to think logically; Problem solving skills; Ability to work independently.

Employers report a need for continuous updating of skills to keep pace with new technology.

**Training:** Some employers require 12 to 40 months of vocational training.

**SIZE OF OCCUPATION: Small (60-70)**

**EMPLOYMENT TRENDS: Much faster than average growth (16.7%)**

Most employers surveyed report that occupational employment in their firms remained stable over the past 12 months, and some reported growth. Most employers surveyed predict growth over the next three years, but many predict that employment will remain stable.

**SUPPLY/DEMAND ASSESSMENT**

Employers report great difficulty in finding experienced workers. Many also find great difficulty in finding inexperienced workers who meet their requirements.

**COMPUTER NETWORK (LAN/WAN) TECHNICIANS  
(Continued)**

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$7.50 to \$21.50/hr Median: \$8.63/hr

New Hires, Experienced: \$8.75 to \$21.50/hr Median: \$13.85/hr

Experienced, 3 Yrs w/Firm: \$10.25 to \$35.00/hr Median: \$19.73/hr

Most employers provide medical insurance, paid vacations, dental insurance, paid sick leave, retirement plans, vision insurance, life insurance to full-time workers. Some provide paid vacations and/or paid sick leave to part-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: firms with large computer installations, including publishers, insurance firms, financial institutions, health maintenance organizations; county and other local government agencies; computer hardware manufacturers and distributors; computer software firms; computer maintenance firms; business consulting firms; educational institutions, including school districts, community colleges, other colleges and universities.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Few part-time opportunities averaging 28 hours/week, and few on call opportunities averaging 35 hours/week.

**Vacancies:** Many vacancies are the result of promotions. Some result from growth, and some result from temporary hires. Most firms promote out of this occupation, primarily to the manager or coordinator level. Some do not promote.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements and/or current employees' referrals. Many recruit through in-house promotion or transfer. Some recruit through private employment agencies and/or unsolicited walk-ins.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are men, but some are women.

A DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for a related occupation which includes many of the tasks listed in the above definition is: 031.262-014 (Network Control Operator).

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #2001A**

**DATA PROCESSING EQUIPMENT REPAIRERS**

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Please do not include Non-Data Processing Equipment Repairers. **(OES 857050)**

Alternate titles reported by employers for this occupation include: *Technician, Microcomputer Repairer, Technician Specialist*.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires have taken college courses. Many are high school graduates or equivalent without college.

**Experience and Qualifications:** Most employers require 12-36 months of related work experience. Most firms are willing to accept training in lieu of work experience. Most employers surveyed prefer fluency in English and some prefer fluency in Spanish. Most require knowledge of computer word processing, spreadsheet, and database programs for this occupation.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Knowledge of microcomputer hardware and operating systems; Knowledge of electronic circuitry; Ability to use hand tools; Ability to operate electronic test equipment.

**Other** - Manual dexterity; Problem solving skills; Ability to work independently; Possession of a valid driver's license; Ability to read and follow instructions; Oral communication skills; Ability to write legibly; Ability to perform basic math computations.

Employers report a need for continuous updating of skills to keep pace with new technology.

**Training:** Most firms require 12-36 months of vocational training for this occupation. A local private training institution reports that 40 persons completed training for this occupation in the past year.

**SIZE OF OCCUPATION: Small (60-70)**

**EMPLOYMENT TRENDS: Much faster than average growth (16.7%)**

Most employers surveyed report that occupational employment in their firms remained stable over the past 12 months, but some reported growth. Most predict growth over the next three years, but some predict that employment will remain stable.

**DATA PROCESSING EQUIPMENT REPAIRERS  
(Continued)**

**SUPPLY/DEMAND ASSESSMENT**

Employers report some or great difficulty in finding experienced workers, but little difficulty in finding inexperienced workers.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.00 to \$12.00/hr Median: \$8.75/hr

New Hires, Experienced: \$7.50 to \$15.00/hr Median: \$10.00/hr

Experienced, 3 Yrs w/Firm: \$9.00 to \$20.00/hr Median: \$13.57/hr

Most employers surveyed provide medical insurance, paid vacations, paid sick leave to full-time workers. Some provide life insurance.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include firms with large computer installations and computer sales/service firms.

**OTHER INFORMATION**

**Hours:** Most are full-time, averaging 40 hours/week. Some part-time opportunities averaging 28 hours/week.

**Vacancies:** Many vacancies result from turnover and many occur through growth. Some occur through promotion. Most employers do not promote out of this occupation, but many do promote to manager positions.

**Recruitment:** Most firms recruit through current employees' referrals and/or newspaper advertisements.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are men, but some are women.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 633.261-010 Assembly Technician; 828.261-014 Field Service Engineer; 828.261-022 Electronics Mechanic.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #152**



**DISPATCHERS - EXCEPT POLICE, FIRE, AND AMBULANCE**

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Please do not include Police, Fire, and Ambulance Dispatchers. **(OES 580050)**

Alternate titles reported by employers for this occupation include: *Copier Service Dispatcher, Scheduler, Chief Dispatch Clerk.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent, and many have attended some college courses.

**Experience and Qualifications** Most employers usually require 12-24 months of prior related work experience. Most employers prefer knowledge of computer spreadsheet programs, and some seek workers with knowledge of computer databases and/or word processing. Most employers surveyed prefer fluency in English and some prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT**:

**Technical** - Ability to read and comprehend information quickly; Telephone answering skills; Knowledge of local streets.

**Other** - Ability to handle crisis situations; Ability to work under pressure; Ability to work rapidly; Ability to work independently; Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Some employers report a need for more computer skills in the future.

**Training**: Some employers require 6-24 months of vocational training.

**SIZE OF OCCUPATION: Small (110-120)**

**EMPLOYMENT TRENDS: Much faster than average growth (9.1%)**

Most firms reported that employment remained stable over the last 12 months. Most employers surveyed predict that occupational employment in their firms will remain stable over the next three years, and some predict growth.

**SUPPLY/DEMAND ASSESSMENT**

Employers report some or great difficulty in finding experienced workers, and little difficulty in finding inexperienced workers.

**DISPATCHERS - EXCEPT POLICE, FIRE, AND AMBULANCE  
(Continued)**

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.00 to \$13.00/hr Median: \$7.00/hr

New Hires, Experienced: \$5.00 to \$16.25/hr Median: \$8.00/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$16.25/hr Median: \$11.63/hr

Most employers provide medical insurance, paid vacations, dental insurance, retirement plans to full-time workers. Many provide vision insurance, life insurance, and/or paid sick leave.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: transportation firms, product and materials delivery firms, and equipment repair firms.

**OTHER INFORMATION**

**Hours:** Most workers average 41 hours/week. Some part-time opportunities averaging 30 hours/week.

**Vacancies:** Most vacancies occur through turnover, but many occur through promotions. Most firms promote out of this occupation to supervisor or manager positions, but many do not promote.

**Recruitment:** Most firms recruit through newspaper advertisements. Many recruit through current employees' referrals. Some recruit through in-house promotion or transfer, the Employment Development Department (EDD), private employment agencies, and/or unsolicited walk-ins.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees are men, but many are women.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 215.367-018 Taxicab Coordinator; 221.362-014 Dispatcher, Relay; 221.367-070 Service Clerk; 221.367-082 Work-Order-Sorting Clerk; 239.167-014 (also 932.167-010) Dispatcher; 239.367-014 Dispatcher, Maintenance Service; 239.367-022 Receiver-Dispatcher; 239.367-030 Dispatcher, Street Department; 248.367-026 Dispatcher, Ship Pilot; 249.167-014 Dispatcher, Motor Vehicle; 249.367-070 Routing Clerk; 910.167-014 Train Dispatcher, Assistant Chief; 910.367-018 Engine Dispatcher; 911.167-010 Dispatcher, Tugboat; 913.167-010 Bus Dispatcher, Interstate; 913.367-010 Taxicab Starter; 914.167-014 Dispatcher, Oil; 919.162-010 Dispatcher, Traffic or System; 939.362-010 Dispatcher, Oil Well Services; 952.167-010 Dispatcher, Service or Work; 953.167-010 Gas Dispatcher; 954.367-010 Water-Service Dispatcher; 955.167-010 Dispatcher, Radioactive-Waste-Disposal; 959.167-010 Dispatcher, Service.

**ELECTRICAL AND ELECTRONIC ASSEMBLERS**

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassembly. **(OES 939050)**

Alternate titles reported by employers for this occupation include: *Computer Hardware Assembler, Outdoor Electric Sign Repairer, Neon Sign Repairer, Electric Motor Winder.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent. Some possess an AA degree.

**Experience and Qualifications:** Most employers usually require 12 to 36 months of prior related work experience. Most firms will accept training in lieu of work experience. Most employers surveyed prefer fluency in English and some prefer fluency in Spanish. Most do not require knowledge of computers at the present time.

Employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Ability to perform precision work.

Other - Manual dexterity; Good eye-hand coordination; Attention to detail; Willingness to do routine work; Ability to work independently; Ability to follow oral instructions; Ability to read and follow instructions.

Some employers report a need for more computer skills in the future.

**Training:** Many firms require 6-24 months of vocational training. The Center for Employment Training (CET) in Watsonville reports that 70 persons completed training during the past year. The current year enrollment at CET is 44.

**SIZE OF OCCUPATION: Small (110-120)**

**EMPLOYMENT TRENDS: Much faster than average growth (9.1%)**

Most firms reported that employment remained stable over the past 12 months; although reported growth, and some reported decline. Most employers surveyed predict that occupational employment in their firms will remain stable over the next three years, and many predict growth.

**SUPPLY/DEMAND ASSESSMENT**

Employers report little difficulty in finding experienced and inexperienced workers who meet their requirements.

**ELECTRICAL AND ELECTRONIC ASSEMBLERS  
(Continued)****WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$4.75 to \$7.00/hr Median: \$6.00/hr

New Hires, Experienced: \$5.50 to \$14.25/hr Median: \$7.50/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$14.25/hr Median: \$9.25/hr

Union firms pay at the higher end of the range.

Most employers surveyed provide paid vacations, medical insurance, dental insurance, paid sick leave, life insurance to full-time workers. Many provide vision insurance and/or retirement plans.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: computer firms; electronic equipment firms; electrical equipment manufacturers; motor winding firms; electric sign manufacturers.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Few part-time opportunities averaging 25 hours/week.

**Vacancies:** Many vacancies are the result of employees leaving permanent positions. Some occur through promotion and/or growth. Most firms promote out of this occupation to foreman, supervisor, or lead worker.

**Recruitment:** Most firms recruit workers for this occupation through current employees' referrals, newspaper advertisements, unsolicited walk-ins. Some recruit through private employment agencies, the Employment Development Department (EDD), in-house promotion or transfer, and/or public school or program referrals.

**Unionization:** Unionization is negligible in this occupation (less than 20%).

**Gender:** Most employees are men, but many are women.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 720.684-014 Phonograph-Cartridge Assembler; 720.687-010 Record Changer Assembler; 721.484-010 Electric-Motor Winder; 721.484-014 Field-Ring Assembler; 721.484-022 Skein Winder; 721.684-014 Assembler, Carbon Brushes; 721.684-022 Electric-Motor Assembler; 721.684-026 Spider Assembler; 723.684-010 Assembler; 723.684-014 Assembler I; 726.364-018 Electronics Utility Worker; 726.684-014 Electronic-Scale Subassembler; 726.684-018 Electronics Assembler; 726.684-034 Assembler, Semiconductor; 726.684-070 Printed Circuit Board Assembler, Handler; 726.684-086 Printed Circuit Board Assembly Repairer; 726.687-014 Plug Wirer; 727.684-010 Battery Assembler; 727.684-026 Plate Assembler, Small Battery; 727.687-038 Battery-Parts Assembler; 729.384-010 Assembler, Electrical Accessories II; 729.384-026 Electrical Assembler; 729.684-014 Capacitor Assembler; 729.684-022 Electric-Sign Assembler; 729.684-026 Electrical-Control Assembler; 739.684-010 Deicer Assembler, Electric; 820.684-010 Transformer Assembler II.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #47**

**ENGLISH AND FOREIGN LANGUAGE TEACHERS -  
POSTSECONDARY**

English and Foreign Language Teachers teach courses in English language and literature or in foreign languages and literature. Please include teachers of subjects such as journalism, classics, and linguistics. **(OES 312160)**

Alternate titles reported by employers for this occupation include: *ESL Instructor, Training Instructor, Professor.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires have studied at the graduate level.

**Experience and Qualifications:** Most employers require 12-36 months of related work experience. Most employers surveyed prefer fluency in English and many prefer fluency in Spanish. A few prefer fluency in other languages, including: Braille, Chinese-Cantonese, Filipino-Tagalog, German, Japanese, Korean, Russian, Vietnamese. Many employers seek employees with knowledge of computer spreadsheet programs.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Classroom management skills; Knowledge of grammar, spelling, and punctuation; Ability to write effectively; Verbal presentation skills; Ability to understand foreign accents.

**Other** - Ability to motivate others; Possess patience; Possess multi-cultural familiarity; Public contact skills; Oral communication skills; Ability to work independently.

Some employers indicate a need for more computer literacy in the future.

**Training:** Most employers surveyed require 12 to 48 of professional training for this occupation.

**SIZE OF OCCUPATION: Medium (210-230)**

**EMPLOYMENT TRENDS: Much faster than average growth (9.5%)**

Most employers reported that occupational employment remained stable over the past 12 months, but some reported growth. Most employers surveyed predict that employment will remain stable over the next three years, but many employers predict growth.

**SUPPLY/DEMAND ASSESSMENT**

Most firms report little difficulty in finding experienced workers who meet their qualifications.

**ENGLISH AND FOREIGN LANGUAGE TEACHERS -  
POSTSECONDARY (Continued)****WAGES AND FRINGE BENEFITS (Summer, 1995)**

<b><u>Union</u></b>	New Hires, Inexperienced: \$9.31 to \$20.00/hr	Median: \$13.62/hr
	New Hires, Experienced: \$11.53 to \$20.00/hr	Median: \$17.29/hr
	Experienced, 3 Yrs w/Firm: \$12.76 to \$23.01/hr	Median: \$19.74/hr
<b><u>Nonunion</u></b>	New Hires, Inexperienced: \$15.25 to \$28.75/hr	Median: \$22.06/hr
	New Hires, Experienced: \$17.25 to \$40.00/hr	Median: \$23.97/hr
	Experienced, 3 Yrs w/Firm: \$17.25 to \$48.00/hr	Median: \$40.00/hr

Most employers provide medical insurance, dental insurance, paid sick leave, retirement plans, life insurance, paid vacations, to full-time workers. Many provide vision insurance. Some provide retirement plans, medical insurance, paid sick leave, and/or paid vacations to part-time employees.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: public and private colleges and universities, business trade schools, adult schools, community colleges, language societies.

**OTHER INFORMATION**

**Hours:** Most work 30-40 hours/week. Some on call opportunities averaging 37 hours/week. Few part-time opportunities averaging 13 hours/week.

**Vacancies:** Most vacancies are filled through temporary hires. Some vacancies occur through promotion or employee turnover. Most employers promote out of this occupation to lead or supervisor positions, but many do not.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Many recruit through in-house promotion or transfer and/or current employees' referrals. Some recruit through unsolicited walk-ins, private school referrals, and/or the Employment Development Department (EDD).

**Unionization:** Most employees in this occupation are members of a union.

**Gender:** Most employees in this occupation are men, but many are women.

The DICTIONARY OF OCCUPATIONAL TITLE (D.O.T.) code for this occupation is:  
090.227-010 Faculty Member, College or University.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #139**

**HUMAN SERVICE WORKERS**

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Please do not include Residential counselors and Psychiatric Technicians. **(OES 273080)**

Alternate titles reported by employers for this occupation include: *Caseworker, Alcohol and Drug Abuse Counselor, Community Corrections Worker.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Many recent hires are high school graduates or equivalent. Some have attended college, and some possess a Bachelor degree.

**Experience and Qualifications:** Some employers require 12 months of prior related work experience. Most will accept training in lieu of work experience. Most employers surveyed require knowledge of computer spreadsheet programs. Most employers surveyed prefer fluency in English and in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Report writing skills.

Other - Interpersonal skills; Ability to handle crisis situations; Possess patience; Ability to motivate others; Ability to work independently; Problem solving skills; Possess multi-cultural understanding; Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Employers report a need for more professional and computer skills in the future.

**Training:** Most employers surveyed require 6-40 months of vocational training. Hartnell Community College reports that three persons completed training for this occupation in the 1994-95 school year.

**SIZE OF OCCUPATION: Medium (150-190)**

**EMPLOYMENT TRENDS: Much faster than average growth (26.7%)**

Most employers surveyed report that employment remained stable over the past 12 months. Most employers predict that occupational employment in their firms will remain stable over the next three years, but some predict growth.

**HUMAN SERVICE WORKERS (Continued)****SUPPLY/DEMAND ASSESSMENT**

Employers report little difficulty in finding experienced and inexperienced workers who meet their requirements.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, Inexperienced: \$5.50 to \$8.00/hr Median: \$6.00/hr

New Hires, Experienced: \$5.50 to \$10.00/hr Median: \$7.00/hr

Experienced, 3 Yrs w/Firm: \$5.50 to \$15.00/hr Median: \$8.00/hr

Union employers pay at the higher end of the range.

Most employers provide paid vacations, medical insurance, dental insurance, vision insurance, paid sick leave to full-time workers. Many provide life insurance, and some provide retirement plans. Many employers provide medical insurance, and some provide dental insurance, vision insurance, life insurance, paid sick leave, and/or paid vacations to part-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: county government, non-profit social service agencies.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 20 hours/week, and some on call opportunities averaging 23 hours/week.

**Vacancies:** Many vacancies are filled through temporary hires. Some result from employees leaving permanent positions or through promotion. Most employers promote out of this occupation to manager or supervisor positions, but many do not promote.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Many recruit through in-house promotion or transfer and/or the Employment Development Department (EDD). Some recruit through current employees' referrals.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are women, but some are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 195.367-010 Case Aide; 195.367-014 Management Aide; 195.367-022 Food-Management Aide; 195.367-034 Social-Services Aide.



**INSTRUCTORS AND COACHES - SPORTS AND  
PHYSICAL TRAINING**

Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation, and observe and inform participants of corrective measures necessary to improve their skills. Please do not include persons required to hold teaching credentials or who coach professional athletic teams. **(OES 313210)**

Alternate titles reported by employers for this occupation include: *Skating Art Instructor, Hockey Coach, Tennis Professional/Teacher, Trainer, Sports Specialist, Fitness Trainer, Aerobics Instructor, Swim/Water Safety Instructor, Golf Professional, Gymnastics Coach, Personal Trainer.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Many recent hires are high school graduates or equivalent. Some possess an AA degree or higher.

**Experience and Qualifications** Most employers usually require 12-36 months of prior related work experience. Some will accept training in lieu of work experience. Most firms do not require knowledge of computers. Most employers surveyed prefer fluency in English and some also prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT**:

**Technical** - Verbal presentation skills; Understand common muscle and back ailments.

**Other** - Possess agility and coordination; Ability to motivate others; Public contact skills; Ability to handle crisis situations; Ability to work independently; Ability to plan and organize the work of others; Possess clean police record; Possess CPR certificate; Oral communication skills; Ability to read and follow instructions; Ability to write legibly.

Employers report a need in the future for more skills related to new equipment, medical findings, and customer service.

**Training**: Most employers surveyed require 6 to 36 months of vocational training.

**SIZE OF OCCUPATION: Medium (200-230)**

**EMPLOYMENT TRENDS: Much faster than average growth (15.0%)**

Most employers surveyed report that occupational employment remained stable over the past 12 months, but some reported growth. Most employers predict that employment in their firms will grow over the next three years, but some predict employment to remain stable.

**INSTRUCTORS AND COACHES - SPORTS AND  
PHYSICAL TRAINING (Continued)****SUPPLY/DEMAND ASSESSMENT**

Employers report some or great difficulty in finding experienced workers and inexperienced workers who meet their requirements.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$4.25 to \$25.00/hr Median: \$6.00/hr

New Hires, Experienced: \$6.00 to \$25.00/hr Median: \$10.00/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$40.00/hr Median: \$15.00/hr

Some employers also pay sales commissions.

Most employers provide medical insurance and/or retirement plans to full-time workers. Some provide dental insurance, paid sick leave, paid vacations, vision insurance, and/or life insurance.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: resort hotels, public and private fitness facilities, golf courses, tennis clubs, swim clubs.

**OTHER INFORMATION**

**Hours:** Most workers are part-time, averaging 21 hours/week. Some full-time opportunities averaging 47 hours/week.

**Vacancies:** Most vacancies result from employee turnover, but some occur through growth or through temporary hires. Most firms promote out of this occupation to director positions.

**Recruitment:** Most firms recruit workers for this occupation through newspaper advertisements and/or in-house promotion or transfer. Some recruit through current employee's referrals, unsolicited walk-ins, and/or in-house promotion or transfer.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are women, but many are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 099.224-010 Instructor, Physical Education; 153.227-014 Instructor, Physical; 153.227-018 Instructor, Sports.

**MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS**

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Please include workers who teach medical technology when teaching is not their primary activity. **(OES 329020)**

An alternate title reported for this occupation is *Tech Specialist*.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires possess a Bachelor degree. The State Department of Health Services, Laboratory Field Services Section, 2151 Berkeley Way, Room 602, Berkeley, CA 94704, conducts examinations and issues licenses for the following specialties: Clinical Chemist Technologist (Biochemistry Technologist), Clinical Laboratory Bioanalyst (Microbiology Technologist), Clinical Laboratory Technologist (Medical Technologist), Clinical Microbiologist (Microbiology Technologist), Cytotechnologist. Education and experience requirements for licensing vary with the specialty and renewal is annual, with the exception of every 2 years for Cytotechnologist.

**Experience and Qualifications:** Most employers require 12 to 24 months of related work experience. Most firms require knowledge of computers for this occupation. Most employers surveyed prefer fluency in English and some also prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Ability to follow laboratory procedures; Understand collection and sampling techniques; Ability to follow cleanup, decontamination, and disposal procedures; Record keeping skills; Knowledge of blood withdrawal; Ability to calculate weights and measurements; Ability to operate electronic test equipment; Ability use a computer terminal; Knowledge of disease processes.

**Other** - Ability to work independently; Ability to handle crisis situations; Ability to write legibly; Ability to perform basic math computations.

Most employers surveyed indicate that manual work procedures are being replaced by computer data analysis.

**Training:** Most employers require 12 to 48 months of vocational training for this occupation.

**SIZE OF OCCUPATION: Small (160)**

**EMPLOYMENT TRENDS: No significant change; remain stable.**

Most employers surveyed reported that occupational employment remained stable over the past 12 months. Some reported growth and some reported decline. Most employers predict that employment in their firms will remain stable over the next three years, but some predict decline because of mergers and increased use of managed care, and some predict growth.

**SUPPLY/DEMAND ASSESSMENT**

Employers report little difficulty in finding experienced workers and inexperienced workers who meet their requirements.

## MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1995)

<b><u>Nonunion</u></b>	New Hires, No Experience:	\$10.00 to \$19.00/hr	Median: \$16.00/hr
	New Hires, Experienced:	\$10.00 to \$25.25/hr	Median: \$18.00/hr
	Experienced, 3 Yrs w/Firm:	\$10.00 to \$28.25/hr	Median: \$20.00/hr
<b><u>Union</u></b>	New Hires, No Experience:	\$18.00 to \$18.19/hr	Median: \$18.10/hr
	New Hires, Experienced:	\$19.19 to \$21.00/hr	Median: \$20.10/hr
	Experienced, 3 Yrs w/Firm:	\$20.25 to \$23.00/hr	Median: \$21.63/hr

Most employers provide medical insurance, paid vacations, dental insurance, paid sick leave, retirement plans, life insurance to full-time workers. Many provide vision insurance. Some provide child care. Many provide medical insurance, paid vacations, paid sick leave to part-time workers, and some provide dental insurance, life insurance, retirement plans, vision insurance, and/or child care.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: hospitals, medical laboratories, clinics, offices of physicians.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Many part-time opportunities averaging 23 hours/week. Few on call opportunities averaging 30 hours/week.

**Vacancies:** Turnover is low (less than 10%). Many vacancies result from growth. Some vacancies occur through employees leaving permanent positions or through promotion. Most firms promote out of this occupation to supervisor or manager positions, but some do not promote.

**Recruitment:** Most firms recruit workers for this occupation through newspaper advertisements. Some recruit through in-house promotion or transfer, current employees' referrals, and/or unsolicited walk-ins.

**Unionization:** Most employees are nonunion, but some are union members.

**Gender:** Most employees in this occupation are women, but some are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 078.121-010 Medical Technologist, Teaching Supervisor; 078.161-010 Medical Technologist, Chief; 078.261-010 Biochemistry Technologist; 078.261-014 Microbiology Technologist; 078.261-026 Cytogenetic Technologist; 078.261-030 Histotechnologist; 078.261-038 Medical Technologist; 078.281-010 Cytotechnologist.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #17**

**OFFICE MACHINE AND CASH REGISTER SERVICERS**

Office Machine and Cash Register Servicers repair and service cash registers and office machines, such as adding, accounting, calculating, duplicating, and typewriting. They may repair manual, electrical, and electronic office machines. Please do not include workers who primarily repair word processing or other computerized systems. **(OES 859260)**

Alternate titles reported by employers for this occupation include: *Service Technician, Field Representative, Repairer.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

**Experience and Qualifications:** Most employers require 1 to 12 months of prior related work experience, but some will usually substitute training for work experience. Most employers surveyed prefer fluency in English. Preference for other languages was not expressed. Most firms require knowledge of computers.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Ability to use hand tools; Understand electrical technology; Understand safe equipment operating procedures; Knowledge of specific products.

**Other** - Ability to lift at least 50 lbs.; Manual dexterity; Possession of a valid driver's license; Problem solving skills; Ability to work independently; Customer service skills; Possession of a reliable vehicle; Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Employers surveyed report that the need for computer skills will increasingly replace the need for mechanical skills in this occupation.

**Training:** Most employers require 2-12 months of vocational training.

**SIZE OF OCCUPATION: Small (60-70)**

**EMPLOYMENT TRENDS: Much faster than average growth (16.7%)**

Most employers surveyed report that employment remained stable over the past 12 months, but some reported decline due to the Fort Ord base closure. Most employers expect occupational employment in their firms to remain stable over the next three years, and some predict growth.

**OFFICE MACHINE AND CASH REGISTER SERVICERS  
(Continued)**

**SUPPLY/DEMAND ASSESSMENT**

Employers report great difficulty in finding experienced workers who meet their requirements, and some difficulty in finding inexperienced workers.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**Combined Wages and Commissions

New Hires, No Experience: \$6.25 to \$9.00/hr Median: \$6.90/hr

New Hires, Experienced: \$8.00 to \$12.00/hr Median: \$10.00/hr

Experienced, 3 Yrs w/Firm: \$11.50 to \$18.50/hr Median: \$12.80/hr

Most employers provide medical insurance, paid vacations to full-time employees. Many employers provide dental insurance, paid sick leave, and/or life insurance.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include office products firms and office machine repair firms.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week.

**Vacancies:** Most vacancies result from employees in the occupation leaving permanent positions. Most firms do not promote out of this occupation, but many do promote to manager or supervisor positions.

**Recruitment:** Most firms recruit workers for this occupation through newspaper advertisements, and/or current employees' referrals. Some recruit through unsolicited walk-ins and/or private school referrals.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 633.261-014 Mail-Processing-Equipment Mechanic; 633.281-010 Cash-Register Servicer; 633.281-014 Dictating-Transcribing-Machine Servicer; 633.281-018 Office-Machine Servicer; 633.281-022 Office-Machine-Servicer Apprentice; 706.381-010 Aligner-Typewriter; 706.381-030 Statistical-Machine Servicer.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #405**

**OPERATING ENGINEERS**

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Please do not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane. **(OES 979560)**

Alternate titles reported by employers for this occupation include: *Construction Engineer, Finisher, Earth Mover, Equipment Operator, Concrete Engineer.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

**Experience and Qualifications** Most employers usually require 24-48 months of prior related work experience. Most firms do not require computer literacy. Most employers surveyed prefer fluency in English and some prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Understand safe equipment operating procedures; Ability to read working drawings; Ability to read blueprints.

**Other** - Good physical condition; Good vision; Ability to work independently; Ability to read and follow instructions.

**Training:** Most employers surveyed require 12-48 months of vocational training for this occupation.

**SIZE OF OCCUPATION: Small (150-170)**

**EMPLOYMENT TRENDS: Much faster than average growth (13.3%)**

Most employers surveyed report that occupational employment remained stable over the past 12 months, and many reported growth. Most employers predict growth over the next three years, and many predict that employment will remain stable.

**SUPPLY/DEMAND ASSESSMENT**

Many employers report great difficulty in finding experienced workers. Of those who hire the inexperienced, most find great difficulty in finding inexperienced workers who meet their requirements.

**OPERATING ENGINEERS (Continued)****WAGES AND FRINGE BENEFITS (Summer, 1995)**

<b><u>Union</u></b>	New Hires, No Experience: \$10.19 to \$13.00/hr	Median: \$11.00/hr
	New Hires, Experienced: \$11.00 to \$23.88/hr	Median: \$13.21/hr
	Experienced, 3 Yrs w/Firm: \$14.00 to \$24.00/hr	Median: \$19.97/hr
<b><u>Nonunion</u></b>	New Hires, No Experience: \$7.00 to \$10.00/hr	Median: \$9.25/hr
	New Hires, Experienced: \$13.00 to \$15.00/hr	Median: \$14.25/hr
	Experienced, 3 Yrs w/Firm: \$13.00 to \$26.00/hr	Median: \$16.50/hr

Most employers, individually or through union contracts, provide medical insurance, paid vacations to full-time workers. Many provide dental insurance, vision insurance, and/or retirement plans. Some provide life insurance, paid sick leave.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: mining firms, heavy construction firms, concrete suppliers.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Few seasonal opportunities averaging 34 hours/week.

**Vacancies:** Most vacancies result from temporary seasonal hires, and some occur through growth. Most firms promote out of this occupation to foreman or supervisor, but many do not.

**Recruitment:** Most firms recruit workers for this occupation through current employees' referrals. Many recruit through the Employment Development Department. Some recruit through union hall referrals, newspaper advertisements, in-house promotion or transfer, and/or unsolicited walk-ins.

**Unionization:** Most workers are members of unions; some are nonunion.

**Gender:** Most workers in this occupation are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 859.683-010 Operating Engineer; 859.683-014 Operating Engineer Apprentice.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #147**



**PAYROLL AND TIMEKEEPING CLERKS**

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and worktickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets. **(OES 553410)**

Alternate titles reported by employers for this occupation include: *Payroll Specialist, Payroll and Benefits Assistant.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

**Experience and Qualifications:** Most firms usually require 12 to 24 months of related work experience and many always require prior work experience. Some will consider training in lieu of work experience. Most firms require computer literacy in the use of word processing, spreadsheet, and database programs. Most employers surveyed prefer fluency in English and many also prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Ability to use a calculator; Record keeping skills; Ability to operate a 10-key machine; Business math skills; Ability to use a personal computer; Ability to read forms quickly.

Other - Ability to sit continuously for 2 or more hours; Attention to detail; Ability to work independently; Ability to read and follow instructions; Ability to perform basic math computations; Ability to write legibly; Ability to follow oral instructions.

Employers reported a need for more computer skills in the future.

**Training:** Some employers surveyed require 6-12 months of vocational training for this occupation. Community colleges, the Regional Occupational Program, and private vocational schools reported that 127 persons completed training for this and related occupations in the 1994-95 school year. Gavilan College reports that 19 persons are currently training for this occupation.

**SIZE OF OCCUPATION: Small (160-150)**

**EMPLOYMENT TRENDS: Slow decline (-6.3%)**

Most employers survey report that occupational employment remained stable over the past 12 months. Most employers surveyed predict that employment in their firms will remain stable over the next three years, and some employers predict growth.

**SUPPLY/DEMAND ASSESSMENT**

Most employers report some difficulty in finding experienced workers, and some also report some difficulty in finding inexperienced workers who meet their requirements.

**PAYROLL AND TIMEKEEPING CLERKS**  
**(Continued)**

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.00 to \$12.25/hr Median: \$9.54/hr

New Hires, Experienced: \$6.00 to \$17.50/hr Median: \$11.44/hr

Experienced, 3 Yrs w/Firm: \$7.25 to \$17.50/hr Median: \$11.97/hr

Most employers provide medical insurance, paid vacations, dental insurance, paid sick leave, vision insurance, life insurance, retirement plans to full-time workers, and some provide these benefits to part-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: resort hotels; financial institutions; agricultural firms; food products processing firms; health care organizations, including hospitals, health maintenance organizations, medical clinics.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week.

**Vacancies:** Most vacancies result from employees leaving permanent positions and some occur through promotion. Most firms promote out of this occupation to higher levels in accounting, but many do not promote.

**Recruitment:** Most firms recruit workers for this occupation through in-house promotion or transfer and/or newspaper advertisements. Many recruit through current employees' referrals. Some recruit through private employment agencies, the Employment Development Department (EDD), and/or unsolicited walk-ins.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees in this occupation are women, but some are men.

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 215.362-018 Flight-Crew-Time Clerk; 215.362-022 Timekeeper; 215.382-014 Payroll Clerk.

**SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC**

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Community Organization Social Workers who plan, organize, and work with community groups to solve problems are included. Please do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers. (OES 273050)

Alternate titles reported by employers for this occupation include: *Case Worker, Social Service Worker.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires have done graduate study. Many possess a Bachelors degree.

**Experience and Qualifications:** Most employers require 12-24 months of prior related work experience. Most firms require computer literacy. Many seek workers with experience in using computer spreadsheet programs and some seek those with experience in computer databases. Most employers surveyed prefer fluency in English and some also prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Report writing skills; Ability to maintain an appointment calendar; Record keeping skills.

Other - Interpersonal skills; Ability to work independently; Ability to handle crisis situations; Ability to motivate others; Possess multi-cultural familiarity; Analytical ability; Oral communication skills; Ability to read and follow instructions; Ability to write legibly.

**Training:** Most employers surveyed require 4-40 months of professional training for this occupation. The San Jose State University center in Salinas reports that 32 persons completed training for this occupation in the 1994-95 school year.

**SIZE OF OCCUPATION: Large (380-410)**

**EMPLOYMENT TRENDS: Faster than average growth (7.9%)**

Most employers surveyed report that occupational employment remained stable over the past 12 months, and some reported growth. Most employers predict that employment will remain stable over the next three years.

**SUPPLY/DEMAND ASSESSMENT**

Employers report some difficulty in finding experienced workers, and great difficulty in finding inexperienced workers who meet their requirements.

**SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC  
(Continued)**

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

**Union**      New Hires, No Experience: \$14.33 to \$14.88/hr    Median: \$14.61/hr  
                   New Hires,    Experienced:    \$15.63 to \$15.70/hr    Median: \$15.67/hr  
                   Experienced, 3 Yrs w/Firm:    \$17.85 to \$18.35/hr    Median: \$18.10/hr

**Nonunion**    New Hires, No Experience:    \$8.00 to \$14.50/hr    Median: \$11.19/hr  
                   New Hires,    Experienced:    \$8.00 to \$19.25/hr    Median: \$12.66/hr  
                   Experienced, 3 Yrs w/Firm:    \$8.00 to \$25.00/hr    Median: \$15.45/hr

Most employers provide medical insurance, paid vacations, dental insurance, paid sick leave to full-time workers. Many provide vision insurance and/or retirement plans. Some provide life insurance.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: county government, nonprofit social service agencies, health care facilities.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week.

**Vacancies:** Most vacancies in this occupation result from growth, and many are created from workers leaving permanent positions. Many firms promote out of this occupation to the supervisor level, but many do not promote.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Many recruit through current employees' referrals and/or in-house promotion or transfer. Some recruit through the Employment Development Department (EDD).

**Unionization:** Most workers are members of unions, but some are nonunion.

**Gender:** Most workers in this occupation are women, but some are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are: 187.137-014 Supervisor, Volunteer Services; 189.267-010 Field Representative; 195.107.010 Caseworker; 195.107-014 Caseworker, Child Welfare; 195.107-018 Caseworker, Family; 195.107-022 Social Group Worker; 195.107-026 Social Worker, Delinquency Prevention; 195.107-038 Social Worker, School; 195.107-042 Correctional-Treatment Specialist; 195.107-046 Probation-and-Parole Officer; 195.137-010 Caseworker, Supervisor; 195.164-010 Group Worker; 195.167-010 Community Organization Worker; 195.167-014 Community-Relation-Service Advisor; 195.267-018 Patient Resources and Reimbursement Officer; 195.267-022 Child Support Officer; 195.367-018 Community Worker; 195.367-026 Parole-Counseling Aide.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #122**

**SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC**

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow, medical recommendations. Please include Chemical Dependency Counselors. (OES 273020)

Alternate titles reported by employers for this occupation include: *Counselor, Facilitator, Clinical Social Worker.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires possess a Bachelor degree, and many have done graduate study. Licensed Clinical Social Workers apply to the State Board of Behavioral Science Examiners, 400 R Street, Suite 3150, Sacramento, CA 95814, and must pass a written and an oral examination. A master's degree from an accredited school of social work and additional instruction as required by law are prerequisites. The license is renewable every 2 years.

**Experience and Qualifications:** Most employers require 12-36 months of related work experience and knowledge of computers. Most employers surveyed prefer fluency in English and in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Ability to write effectively; Report writing skills; Detect complications in patients; Understand Medicare rules and regulations; Record keeping skills; Understand Medi-Cal rules and regulations; Knowledge of disease processes; Ability to record patient condition; Provide personal services to clients.

**Other** - Ability to work independently; Possess multi-cultural familiarity; Oral communication skills; Ability to read and follow instructions; Ability to write legibly.

Some employers reported that the need for computer skills, knowledge of psycho-social assessment and cultural appropriate experience will increase in the future.

**Training:** Most employers surveyed require 12-40 months of professional training. The San Jose State University center in Salinas reported that 20 persons completed training in this occupation during the 1994-95 school year.

**SIZE OF OCCUPATION: Medium (170-190)**

**EMPLOYMENT TRENDS: Much faster than average growth (11.8%)**

Most employers surveyed reported that occupational employment remained stable over the past 12 months. Some reported growth and some reported decline. Most employers predict that employment will remain stable over the next three years; although some predict growth and some predict decline.

**SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC  
(Continued)****SUPPLY/DEMAND ASSESSMENT**

Employers report some difficulty in finding experienced workers and inexperienced workers who meet their requirements.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.50 to \$20.00/hr Median: \$14.25/hr

New Hires, Experienced: \$7.00 to \$27.00/hr Median: \$15.00/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$27.00/hr Median: \$20.00/hr

Most employers provide medical insurance, paid vacations, dental insurance, paid sick leave to full-time workers. Many provide life insurance, vision insurance, and/or retirement plans. Some provide vision insurance. Some provide these benefits to part-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: county government, nonprofit social service organizations, hospitals and other health care facilities.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 15 hours/week. Few on call opportunities averaging 20 hours/week.

**Vacancies:** Most vacancies are the result of permanent employees leaving the firm. Some result from growth and some result from promotion. Most firms do not promote out of this occupation, but many do promote to supervisor and manager positions.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Some recruit through current employees' referrals, in-house promotion or transfer, and/or unsolicited walk-ins.

**Unionization:** Unionization is negligible for this occupation (less than 20%).

**Gender:** Most employees are women, but some are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 045.107-058 Substance-Abuse Counselor; 195.107-030 Social Worker, Medical; 195.107-034 Social Worker, Psychiatric.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #122**

**TAX INTERVIEWERS/PREPARERS**

Tax Interviewers/Preparers prepare tax returns for individuals or small businesses. They may work in the office of an established tax return firm. Please do not include workers who have the responsibilities of an accredited accountant or certified public accountant. **(OES 211110)**

Employers did not report alternate titles for this occupation.

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Many recent hires are high school graduates or equivalent. Some have taken college courses. The Tax Preparer Program, 400 R Street, Suite 3140, Sacramento, CA 95814, issues a license, renewable annually, to registrants who meet the following requirements: (1) High school graduate or equivalent. (2) Complete required course work, consisting of 45 hours Federal Personal Income Tax and 15 hours State Personal Income Tax. (3) Post \$5,000 bond.

**Experience and Qualifications:** Most employers usually require 12 to 20 months of related work experience and knowledge of computers, particularly experience in using spreadsheet programs. Some seek employees with experience in Word Processing, Database, or Desktop Publishing. Most employers surveyed prefer fluency in English and some also prefer fluency in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Record keeping skills; Ability to follow government regulations and reporting requirements; Ability to use a personal computer; Business math skills; Knowledge of bookkeeping procedures.

**Other** - Ability to sit for 2 or more hours; Ability to work under pressure; Ability to meet deadlines; Ability to work independently; Oral communication skills; Customer service skills; Ability to read and follow instructions; Ability to perform basic math computations; Ability to write legibly.

Employers report that this occupation requires training in new tax laws and increased use of computers.

**Training:** Most employers surveyed require 3 to 24 months of vocational training. The H & R Block tax preparation school in Salinas reports that 110 persons completed training in the past year.

**SIZE OF OCCUPATION: Small (110-130)**

**EMPLOYMENT TRENDS: Much faster than average growth (18.2%)**

Most employers surveyed report that occupational employment remained stable over the past 12 months. Some reported growth. Many employers predict that employment will remain stable over the next three years, and many predict growth.

**TAX INTERVIEWERS/PREPARERS (Continued)****SUPPLY/DEMAND ASSESSMENT**

Employers report some difficulty in finding experienced workers, and little difficulty in finding inexperienced workers who meet their requirements.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

New Hires, No Experience: \$5.00 to \$20.00/hr Median: \$10.75/hr

New Hires, Experienced: \$6.00 to \$20.00/hr Median: \$11.51/hr

Experienced, 3 Yrs w/Firm: \$10.00 to \$20.00/hr Median: \$15.00/hr

NOTE: Commissions are not included.

Most employers provide medical insurance, dental insurance to full-time workers. Some provide paid vacations, vision insurance, life insurance, and/or retirement plans.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include tax preparation firms and accounting firms.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Some seasonal opportunities averaging 43 hours/week.

**Vacancies:** Turnover in permanent positions is low (less than 10%). Many vacancies are temporary positions and many are the result of permanent employees leaving the firm. Most firms promote out of this occupation to higher levels in accounting, and some do not promote.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Many recruit through current employees referrals', and some recruit through unsolicited walk-ins and/or in-house promotion or transfer.

**Unionization:** This occupation is not unionized.

**Gender:** Most employees in this occupation are women, but many are men.

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is: 219.362-070 Tax Preparer.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #482**



**TYPISTS, INCLUDING WORD PROCESSING**

Typists, including Word Processing, type letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording, and may perform other clerical duties as assigned. Typists, including Word Processing, may use typewriters or word processing equipment. Please do not include Key punchers, Secretaries, or Stenographers. **(OES 553070)**

Alternate titles reported by employers for this occupation include: *Word Processor, Administrative Assistant/Typing, Clerical Assistant, Administrative Clerk, Office Specialist.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires are high school graduates or equivalent.

**Experience and Qualifications:** Most employers require 12-36 months of prior related work experience and knowledge of computers. Most seek those with experience in using spreadsheet programs and many seek those with experience in word processing and database. Some seek those with experience in computer desktop publishing. Most employers will sometimes consider training in lieu of work experience. Most employers surveyed prefer fluency in English and many also prefer fluency in Spanish.

Employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Knowledge of general clerical skills; Knowledge of grammar, spelling, and punctuation; Ability to set work priorities; Ability to use a computer terminal; Perform detailed clerical work; Proofreading skills.

**Other** - Ability to sit continuously for 2 or more hours; Ability to work under pressure; Possess organizational skills; Ability to work independently; Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Employers report that more computer skills will be needed in the future, with less need for typewriting and shorthand.

**Training:** Many employers surveyed require 6-12 months of vocational training. Local adult schools, private training institutions, and Regional Occupational Programs report that 946 persons completed training for this and related occupations in the 1994-95 school year. Heald Business College in Salinas reports that 320 persons are currently training for this occupation.

**SIZE OF OCCUPATION: Very Large (1,200-1,220)**

**EMPLOYMENT TRENDS: Slower than average growth (1.7%)**

Most employers survey report that occupational employment remained stable over the past 12 months. Most employers predict employment to remain stable over the next three years, and some project growth.

**TYPISTS, INCLUDING WORD PROCESSING (Continued)****SUPPLY/DEMAND ASSESSMENT**

Employers report some difficulty in finding experienced workers and inexperienced workers who meet their requirements.

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

**Nonunion** New Hires, No Experience: \$6.00 to \$14.00/hr Median: \$10.00/hr

New Hires, Experienced: \$6.00 to \$15.00/hr Median: \$10.00/hr

Experienced, 3 Yrs w/Firm: \$8.00 to \$18.25/hr Median: \$11.51/hr

**Union** New Hires, No Experience: \$8.00 to \$11.22/hr Median: \$8.39/hr

New Hires, Experienced: \$8.00 to \$11.22/hr Median: \$9.59/hr

Experienced, 3 Yrs w/Firm: \$9.00 to \$13.52/hr Median: \$11.27/hr

Most employers surveyed provide medical insurance, dental insurance, paid vacations, paid sick leave, vision insurance, retirement plans, life insurance to full-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: county and other local governments, special districts, school districts, hospitals, temporary help agencies.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Few part-time opportunities averaging 20 hours/week.

**Vacancies:** Turnover is low in this occupation (less than 10%). Most employers promote out of this occupation to secretarial positions, but some do not promote.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Some recruit through in-house promotion or transfer, the Employment Development Department (EDD), private employment agencies, and/or unsolicited walk-ins.

**Unionization:** Most employees in this occupation are nonunion, but some are union members.

**Gender:** Most occupational employees are women, but some are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 203.362-010 Clerk-Typist; 203.381-030 Word Processing Machine Operator; 203.582-066 Typist; 203.582-078 Notereader; 209.382-010 Continuity Clerk.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #20**

**VOCATIONAL AND EDUCATIONAL COUNSELORS**

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services. **(OES 315140)**

Alternate titles reported by employers for this occupation include: *College Counselor, Vocational Rehabilitation Counselor, Employment Program Counselor, Vocational Evaluator, Guidance Counselor.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires have done graduate study, but some possess only a Bachelor degree.

School Counselors are credentialed by the State of California Commission on Teacher Credentialing, 1812 9th St., Sacramento, CA 95814. Applicants for the examination must be fingerprinted, complete an additional year of study beyond the bachelor's degree and a Professional Preparation Program specializing in school counseling, and pass the CBEST examination of basic knowledge. The credential is renewable every 5 years.

**Experience and Qualifications:** Most employers require 12-48 months of prior related work experience and knowledge of computers. Most employers surveyed prefer fluency in English and many also prefer fluency in Spanish. Information on certification requirements for Certified Career Counselors may be obtained from the National Board of Certified Counselors, Greensboro, North Carolina. Additional information may be obtained from the California Career Development Association, Fullerton, California, and the National Career Development Association, Alexandria, Virginia.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

Technical - Ability to interview others for information; Report writing skills; Verbal presentation skills; Record keeping skills.

Other - Ability to work independently; Ability to motivate others; Possess organizational skills; Oral communication skills; Ability to read and follow instructions.

Employers indicate a need for more computer skills in the future.

**Training:** Most employers surveyed require 6-36 months of professional training.

**SIZE OF OCCUPATION: Medium (230-250)**

**EMPLOYMENT TRENDS: Much faster than average growth (8.7%)**

Most employers surveyed report that occupational employment has remained stable over the past 12 months. Most predict that employment will remain stable over the next three years.

**SUPPLY/DEMAND ASSESSMENT**

Employers report little difficulty in finding experienced and inexperienced workers who meet their requirements.

**VOCATIONAL AND EDUCATIONAL COUNSELORS  
(Continued)**

**WAGES AND FRINGE BENEFITS (Summer, 1995)**

**Nonunion**    New Hires, No Experience:    \$8.00 to \$20.00/hr    Median: \$12.95/hr

                  New Hires,    Experienced:    \$9.00 to \$21.00/hr    Median: \$16.06/hr

                  Experienced, 3 Yrs w/Firm:    \$10.00 to \$23.00/hr    Median: \$19.31/hr

**Union**        New Hires, No Experience:    \$15.80 to \$15.80/hr    Median: \$15.80/hr

                  New Hires,    Experienced:    \$15.80 to \$22.81/hr    Median: \$21.65/hr

                  Experienced, 3 Yrs w/Firm:    \$17.92 to \$23.32/hr    Median: \$22.38/hr

Most employers provide medical insurance, paid sick leave, paid vacations, dental insurance, life insurance, vision insurance, retirement plans to full-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: state and local government agencies, public school districts, private schools, nonprofit training agencies, vocational rehabilitation services.

**OTHER INFORMATION**

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 21 hours/week.

**Vacancies:** Turnover is low in this occupation (less than 10%). Most employers do not promote out of this occupation, but some promote to administrative positions.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements. Many recruit through in-house promotion or transfer. Some recruit through current employee's referrals, private employment agencies, unsolicited walk-ins, public school or program referrals, and/or the Employment Development Department (EDD).

**Unionization:** Most employees are nonunion, but some are members of unions.

**Gender:** Most employees are women, but many are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 045.107-010 Counselor; 045.107-014 Counselor, Nurses' Association; 045.107-018 Director of Counseling; 045.107-038 Residence Counselor; 045.107-042 Vocational Rehabilitation Counselor; 045.107-054 Counselor, Marriage and Family; 045.117-010 Director of Guidance in Public Schools; 090.107-010 Foreign-Student Advisor; 169.267-026 Supervisor, Special Services.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDE #429**

**WRITERS AND EDITORS**

Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other material. They coordinate, edit, and analyze prepared written material. Please include Managing Editors. Please do not include Publicity Writers, Public Relations Specialists, and Technical Writers. **(OES 340020)**

Alternate titles reported by employers for this occupation include: *Reporter, News Writer, News Producer, Public Information Specialist.*

**TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**

Most recent hires possess a Bachelor degree.

**Experience and Qualifications:** Most employers require 12 to 36 months of related work experience and knowledge of computers. Most employers seek workers with experience in using computer spreadsheets and some seek workers with experience in desktop publishing or and other specialized computer programs. Most employers surveyed prefer fluency in English and in Spanish.

Most employers surveyed rate the following qualifications as **VERY IMPORTANT:**

**Technical** - Ability to write effectively; Proofreading skills; Ability to set work priorities; Report writing skills; Ability to interview others for information.

**Other** - Ability to meet deadlines; Ability to work under pressure; Attention to detail; Ability to think logically; Ability to work independently; Possess organizational skills; Knowledge of grammar, spelling, and punctuation.

Most employers report a need for more computer skills in the future.

**Training:** Many employers surveyed require 12-60 months of professional training. Cabrillo College and Regional Occupational Programs report that 174 persons completed training for this occupation in the 1994-95 school year.

**SIZE OF OCCUPATION: Medium (200-220)**

**EMPLOYMENT TRENDS: Much faster than average growth (10.0%)**

Most employers surveyed report that occupational employment remained stable over the past 12 months. Most employers predict that employment will remain stable over the next three years, and many project growth.

**SUPPLY/DEMAND ASSESSMENT**

Employers report some difficulty in finding experienced and inexperienced workers who meet their requirements.

**WRITERS AND EDITORS (Continued)****WAGES AND FRINGE BENEFITS (Summer, 1995)**

<b><u>Nonunion</u></b>	New Hires, No Experience:	\$5.00 to \$15.00/hr	Median: \$9.59/hr
	New Hires, Experienced:	\$5.00 to \$15.00/hr	Median: \$11.50/hr
	Experienced, 3 Yrs w/Firm:	\$5.00 to \$23.00/hr	Median: \$14.32/hr
<b><u>Union</u></b>	New Hires, No Experience:	\$11.97 to \$11.97/hr	Median: \$11.97/hr
	New Hires, Experienced:	\$13.95 to \$13.95/hr	Median: \$13.95/hr
	Experienced, 3 Yrs w/Firm:	\$17.53 to \$17.53/hr	Median: \$17.53/hr

NOTE: Commissions are not included. Most employers provide medical insurance, paid vacations, dental insurance, paid sick leave, life insurance, retirement plans to full-time workers.

**MAJOR EMPLOYING INDUSTRIES**

Major employing industries include: book publishers, newspaper publishers, radio and television stations.

**OTHER INFORMATION**

**Hours:** Most work 38-40 hours/week. Many temporary opportunities averaging 34 hours/week. Some part-time opportunities averaging 21 hours/week.

**Vacancies:** Most vacancies are in temporary positions. Some vacancies result from promotion and some from permanent employees leaving the firm. Most employers promote out of this occupation to supervisor and manager levels, but some do not promote.

**Recruitment:** Most employers recruit workers for this occupation through newspaper advertisements, current employees' referrals, in-house promotion or transfer. Some recruit through unsolicited walk-ins, the Employment Development Department (EDD), and/or journalism publications.

**Unionization:** Most employees are nonunion, but some are members of unions.

**Gender:** Most employees in this occupation are women, but many are men.

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 131.067-010 Columnist/Commentator; 131.067-014 Copy Writer; 131.067-022 Editorial Writer; 131.067-026 Humorist; 131.067-030 Librettist; 131.067-034 Lyricist; 131.067-038 Playwright; 131.067-042 Poet; 131.067-046 Writer, Prose, Fiction and Nonfiction; 131.067-050 Screen Writer; 131.087-010 Continuity Writer; 131.087-014 Reader; 131.262-014 Newswriter; 131.267-022 Script Reader; 132.017-010 Managing Editor, Newspaper; 132.017-014 Editor, Newspaper; 132.017-018 Editor, Technical and Scientific Publications; 132.037-010 Continuity Director; 132.037-014 Editor, City; 132.037-018 Editor, Department; 132.037-022 Editor, Publications; 132.037-026 Story Editor; 132.067-010 Bureau Chief; 132.067-014 Editor, Book; 132.067-018 Editor, Dictionary; 132.067-022 Editor, Greeting Card; 132.067-026 Editor, News; 132.067-030 Program Proposals Coordinator; 132.132-010 Assignment Editor; 132.267-010 Editor, Telegraph; 132.267-014 Editorial Assistant; 132.367-010 Editor, Index; 203.362-026 Caption Writer.

For Additional Information: **CALIFORNIA OCCUPATIONAL GUIDES #113, #163, #268.**

## **SURVEY METHODOLOGY**

### **OCCUPATION SELECTION**

The following process was used to select the occupations to be included in this study. Initially, criteria were identified by the Monterey County Private Industry Council staff to choose the list of occupations to be surveyed. The criteria were:

- the occupations have a substantial employment base in the county;
- a majority of the occupations to be surveyed should typically require two years or less of formal training.

For the first of these two criteria (substantial employment base) occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Monterey County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations and members of the Private Industry Council. From the input of these organizations, occupations were dropped and others added and a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

### **DEFINITION OF OCCUPATIONS**

An occupation is the name or title of a job that identifies the various activities and functions of a worker; i.e., occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include: Automotive Mechanics, Bartenders, and Bus Drivers. One emerging occupation, Computer Network (LAN/WAN) Technicians, which does not have an OES code was included in the study.

### **SURVEY SAMPLE SELECTION**

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups. Some examples are agriculture, construction, manufacturing, and retail trade, which contain several hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products they produce or services they provide.



## **SURVEY METHODOLOGY (Continued 2)**

EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical secretary would generally work for a firm classified in the health services category, whereas a typist may be scattered across several industries--health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by PIC staff and employers were added and deleted, as appropriate, to obtain an optimum sample of 30 employers, wherever possible. Some occupations were found to be smaller in number of local employers.

### **QUESTIONNAIRE DEVELOPMENT**

Separate questionnaires were developed for each of the occupations. EDD developed a generic framework of questions to be asked, and the local partner developed skills and preferred language questions for all occupations. The questions were reviewed by PIC staff, prior to beginning the survey.

### **SURVEY PROCEDURES**

PIC staff used the following survey procedures:

Staff began by attempting to obtain phone numbers for each employer on the final list of employers proposed for the study. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified without extraordinary efforts.

Selected employers were mailed a questionnaire with a letter from the PIC Labor Market Information (LMI) Coordinator and a stamped return envelope.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone to encourage them to return the questionnaire and were given the opportunity to complete the questionnaire by telephone, if preferred, at that time or to be called back at a time they designated.

All surveys were reviewed by the LMI Coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers for information obtained on the occupation.

In addition to contacting employers, the PIC staff contacted labor unions, employment agencies, training providers, etc., to learn about a specific occupation.

### **TABULATION AND RESULTS**

The survey responses were entered into a database and tabulations were generated on computer software provided by EDD, with the exception of skills and languages data.

From those tabulations the data were analyzed and the final Occupational Summaries were prepared by an experienced member of the PIC staff. Each Occupational Summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages, and fringe benefits, and other information. Specific employer information is, and will remain, strictly confidential.